



NATIONAL ENDOWMENT FOR THE  
**Humanities**

OFFICE OF FEDERAL/STATE PARTNERSHIP

## **State Humanities Councils General Operating Support Grants**

Deadline: June 1, 2017

Catalog of Federal Domestic Assistance (CFDA) Number: 45.129

### **Items referred to in this document needed to complete your application:**

- ☐ Grants.gov application package
- ☐ Council Information Form
- ☐ Compliance Supplement Form

Also see the **application checklist** at the end of this document.

### **Questions?**

Contact the staff of NEH's Office of Federal/State Partnership at [fedstate@neh.gov](mailto:fedstate@neh.gov) and 202-606-8254. Applicants who are deaf or hard of hearing can contact NEH via Federal Relay (TTY users) at 800-877-8399.

### **Submission via Grants.gov**

All applications to this program must be submitted via [Grants.gov](https://www.grants.gov). NEH strongly recommends that you complete or verify your Grants.gov registration at least two weeks before the application deadline, since it takes time to process your registration.

## System for Award Management Entity records

The Federal Funding Accountability and Transparency Act (FFATA) requires federal agencies to make information about the expenditure of tax funds available to the public. To facilitate this, the applicant organization must maintain current information in its Entity record in the System for Award Management (SAM). You must therefore review and update the information in your organization's Entity record at least annually after the initial registration, and more frequently if required by changes in your organization's information or another award term. In order for your organization to apply for an award via Grants.gov, receive an award, or receive payment on an award, the information in its Entity record must be current. You can update your organization's Entity record [here](#). You may need a new SAM User Account to register your organization or update its Entity record. NEH strongly recommends that applicant organizations update (or, if necessary, create) their SAM Entity records at least four weeks before the application deadline.

## I. Program Description

The National Endowment for the Humanities, an independent federal agency in the executive branch, provides general operating support grants to 56 state and jurisdictional humanities councils. Federal/State Partnership is the NEH office designated to work with the councils. The councils are Federal/State Partnership's sole grantees.

Federal/State Partnership is a collaborative effort that links a national federal agency with the state and jurisdictional humanities councils. It helps the National Endowment for the Humanities realize its two primary strategic goals of advancing knowledge and understanding of the humanities and increasing public awareness of, access to, and support for the humanities in the United States. State humanities councils make humanities education and lifelong learning readily available at the local level, uniquely tailored to local interests and needs and drawing upon local resources and experiences.

NEH and the Office of Federal/State Partnership use General Operating Support grants as the primary means of funding the 56 state and jurisdictional humanities councils. NEH awards General Operating Support grants for five-year periods—three years in which the grants provide funding, plus two subsequent years to close out the grants. General Operating Support Grant award amounts are amended each year to reflect the current year's budget, provided that funds are available. NEH determines funding for each state and jurisdictional council according to a legislatively mandated formula.

Each state council must apply annually (via Grants.gov) in order to receive the yearly distribution for its General Operating Support grant. Part of the application consists of the Council Information Form and the Compliance Supplement Form (including a cover sheet and cover letter signed by the council board chair), certifying a council's compliance with the NEH legislation pertaining to state humanities councils.

Each council must also provide supplementary information and reports—including the required biannual submission of minutes of board meetings—after NEH accepts its grant application. NEH lists due dates for all supplementary information in the council’s Notice of Action, which it typically sends in November.

## II. Award Information

Grants will provide general operating support for the [state humanities councils listed here](#), as defined by the National Endowment for the Humanities’ [founding legislation](#).

### Cost sharing

This program requires cost sharing. By law NEH cannot support more than 50 percent of the costs of a state or jurisdictional humanities council’s activities. All expenditures of NEH funds must be matched by cash, earned income, or in-kind contributions. The council must maintain an auditable record of these contributions.

NEH has traditionally viewed cost sharing as a means of ensuring that many individuals and organizations are meaningfully involved in a council’s work. NEH strongly encourages councils to meet their cost sharing requirements from a wide range of contributions; it discourages councils from meeting the requirements by relying on contributions from a few recipients of grants made by a council.

More information is available in the [General Terms and Conditions for General Support Grants to State Humanities Councils](#).

## III. Eligibility

The only eligible applicants are the independent, nonprofit 501 (c)(3) state and jurisdictional humanities councils on [this list](#). Individuals and all other organizations are not eligible to apply.

NEH will not review late, incomplete, or ineligible applications.

## IV. Application and Submission Information

### Register or Verify Registration with Grants.gov

Councils must submit applications for this program via [Grants.gov](#). Before using Grants.gov for the first time, each organization must register with the website to create an institutional profile. Once registered, your organization can then apply for any government grant on the Grants.gov website.

If your organization has already registered and you have verified that your registration is still valid, you may skip this step. If not, please see the Grants.gov [instructions for organizational registration](#). **We strongly recommend that you complete or verify your registration at least two weeks before the application deadline, since it takes time to process**

**your registration.** If you have problems registering with Grants.gov, call the Grants.gov help desk at 1-800-518-4726.

As part of the Grants.gov registration process, applicants must register with the [System for Award Management](#) (SAM). Grantees must also maintain current information in SAM by reviewing and updating their information at least annually after the initial registration, and more frequently if their information changes.

### Download the Free Adobe Reader Software

To fill out a Grants.gov application package, you will need to download and install the current version of Adobe Reader. The current version of Adobe Reader, which is designed for use with PCs and Macintosh computers, is available at no charge from [Adobe](#).

Once installed, the current version of Adobe Reader will allow you to view and fill out Grants.gov application packages for any federal agency.

If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

### Download the Application Package or Access it through Grants.gov Workspace

To submit your application, you will need to download the application package from the Grants.gov website, or to access it through Grants.gov Workspace. (Information about Workspace is available [here](#).) You can download the application package at any time. (You do not have to wait for your Grants.gov registration to be complete.) You can also find a link to the application package on the [program resource page](#).

Save the application package to your computer's hard drive. To open the application package, select the file and double click. You do not have to be online to work on it.

You can save your application package at any time by clicking the "Save" button at the top of your screen. *Tip:* If you choose to save your application package before you have completed all the required forms, you may receive an error message indicating that your application is not valid. Click "OK" to save your work and complete the package another time. You can also use e-mail to share the application package with members of your organization or project team.

The application package contains three forms that you must complete in order to submit your application:

- 1. Application for Federal Domestic Assistance - Short Organizational**—this form asks for basic information about the project, the project director, and the institution.
- 2. Supplementary Cover Sheet for NEH State Councils**—this form asks for additional information about the project director and the institution.
- 3. Attachments Form**—this form allows you to attach the parts of your application.

When you fill out the forms, please use normal punctuation and do not type using only capital letters.

## HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE— SHORT ORGANIZATIONAL

Select the form from the menu and double click to open it.

Please provide the following information:

- 1. Name of Federal Agency:** This will be filled in automatically with “National Endowment for the Humanities.”
- 2. Catalog of Federal Domestic Assistance Number:** This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.
- 3. Date Received:** Please leave blank.
- 4. Funding Opportunity Number:** This will be filled in automatically.
- 5. Applicant Information:** In this section, please supply the name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution. Also choose the “type” that best describes your institution (you only need to select one).  
  
If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).  
  
All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711. ([Learn more](#) about the requirement.)
- 6. Project Information:** The project title should be: State Humanities Program. The start date for the project is November 1, 2017. The end date for the project is October 31, 2018.
- 7. Project Director:** Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director, typically the council’s board chair.
- 8. Primary Contact/Grants Administrator:** Provide the contact information for the official responsible for the administration of the grant (that is, ensuring compliance with the terms and conditions of the award). This is typically the executive director for the council. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, skip to Item 9.

- 9. Authorized Representative:** Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an “Authorizing Official,” is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution’s E-Business Point of Contact. For more information, please consult the [Grants.gov Online User Guide](#), which is available along with other resources [here](#).

## HOW TO FILL OUT THE SUPPLEMENTARY COVER SHEET FOR NEH STATE COUNCILS

Select the form from the menu and double click to open it. Please provide the following information:

- 1. Project Director:** Use the pull-down menu to select the major field of study for the project director.
- 2. Institution Information:** Use the pull-down menu to select the name of your council.
- 3. Application Information:** For **Type of Application**, check “new” if the application requests a new period of funding, whether for a new project or the next phase of a project previously funded by NEH. Check “supplement” if the application requests additional funding for a current NEH grant. If you are requesting a supplement, provide the current grant number. Before submitting an application for a supplement, applicants should discuss their request with an NEH program officer.

For **Project Field Code**, use the pull-down menu to indicate the fields of your project. You may select one, two, or three fields. If you select more than one, list the primary field first.

## HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the Council Information Form and the Compliance Supplement Form. These forms are available as Word documents on the [program resource page](#).

The Council Information Form asks you to provide the council’s name, address, and phone number; the name of the Executive Director (together with his or her e-mail address); a list of the members of the council staff, including their position titles and e-mail addresses; the name, e-mail address, and institutional affiliation (if any) of the Board Chair; the names and institutional affiliations (if any) of the members of the Board; and the names and positions of the members of the Board Executive Committee. After you have filled out the form (which is a Word document), save it as a PDF. Submit the Council Information Form as a PDF, with the file name “councilinformation.pdf”.

The Compliance Supplement Form (which is also a Word document) begins with a cover sheet and a cover letter. It then asks you to provide information on the council’s board of directors, public access, council operations, by-laws, and the council’s grants and products. Responses

should consist of the information that you compiled for the previous calendar year. The council's board chair must review and certify all responses on the form. After you have filled out the form, save it as a PDF. Submit the Compliance Supplement Form as a PDF, with the file name "compliancesupplement.pdf". For assistance in completing the Compliance Supplement Form, consult the Compliance Supplement Form Points of Emphasis document, which is available on the [program resource page](#).

Do not submit any other attachments.

Your attachment must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so. ([Learn more](#) about creating PDFs.)

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." You will be using only "Attachment 1" and "Attachment 2." By clicking on these buttons, you will be able to choose the files from your computer called "councilinformation.pdf" and "compliancesupplement.pdf".

## UPLOADING YOUR APPLICATION TO GRANTS.GOV

When you have completed all three forms, use the right-facing arrow to move each of them to the "Mandatory Documents for Submission" column. Once you have moved them over, the "Submit" button will activate. You are now ready to upload your application package to Grants.gov.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "Submit" button. A page will appear, asking you to sign and submit your application. When you click the "Sign and Submit Application" button, you will upload the application package to Grants.gov. Please note that it may take some time to upload your application package, depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records.

NEH suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov). For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov.**



## DEADLINES

**Applications must be received by Grants.gov by June 1, 2017.** Grants.gov will date- and time-stamp your application after it is fully uploaded. Incomplete or missing applications will result in funding delays.

## V. Application Review

NEH staff reviews all application materials and presents a report on state humanities council program activities and compliance with NEH legislation pertaining to state humanities councils; staff presents the report to the [National Council on the Humanities](#) each July. Staff draws the report from the information that councils provide in the Compliance Supplement Form; among other things the report discusses board membership, public access, and council grants and projects. The National Council meets at various times during the year to advise the NEH chairman on grants. The chairman takes into account the advice provided by the review process and, by law, makes all funding decisions. More details about NEH's review process are available [here](#).

As noted above, NEH grants to the state councils are based on a legislatively mandated formula. Nevertheless, council grantees are held to the same standards as all other NEH grantees. For that reason, prior to making an award, NEH will conduct a risk assessment of successful applicants, consistent with Uniform Guidance [§200.205](#). (See Section VI below for more information about the Uniform Guidance provided by the Office of Management and Budget.) This assessment guards against the risk that federal financial assistance might be wasted, used fraudulently, or abused. Based on its risk assessment, NEH will include in the award documents specific conditions designed to mitigate the effects of the risk.

## VI. Award Administration Information

State councils will receive award documents by e-mail in November 2017 at earliest.

### Reporting requirements

NEH will include a schedule of report due dates with the award documents. You must submit the reports electronically via [eGMS](#), NEH's online grant management system.

You must submit interim reports and a final performance report. You can find further details in [Performance Reporting Requirements](#).

You must also submit a final [Federal Financial Report](#) (SF-425, PDF) within ninety days after the end of the award period. For further details, please see the [Financial Reporting Requirements](#).

In September 2015 NEH adopted without exception a new government-wide regulation for federal awards, referred to as the "Uniform Guidance." The Uniform Guidance applies to all NEH awards to organizations and is aimed at reducing the administrative burden on award



recipients and improving accountability of federal financial assistance for tax payers (See 2 C.F.R. Part 200: [UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#).) NEH will identify in each grantee's award documents the relevant terms, conditions, and administrative requirements from the Uniform Guidance with which the grantee must comply.

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the NEH's Office Inspector General. You can find details on how to report such allegations and suspicions [here](#).

## VII. Points of Contact

If you have questions about General Operating Support Grants for State Humanities Councils, contact

Office of Federal/State Partnership  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506  
202-606-8254  
[fedstate@neh.gov](mailto:fedstate@neh.gov)

If you need help using Grants.gov, refer to

Grants.gov: [www.Grants.gov](http://www.Grants.gov)  
Grants.gov help desk: [support@grants.gov](mailto:support@grants.gov)  
Grants.gov customer support tutorials and manuals:  
<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>  
Grants.gov support line: 1-800-518-GRANTS (4726)

## VIII. Other Information

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that the average time to complete this application is fifteen hours per response. This

estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Guidelines Officer, at [guidelines@neh.gov](mailto:guidelines@neh.gov); the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

## APPLICATION CHECKLIST

- ☐ **Verify and if necessary update your institution's Entity record, or create an Entity record for your institution, at the System for Award Management (SAM).** Complete at least four weeks before the deadline.
- ☐ **Verify your institution's registration or register your institution with Grants.gov.** Complete at least two weeks before deadline.
- ☐ **Download the application package from Grants.gov, or access is through Grants.gov Workspace.** The [program resource page](#) on NEH's website has a direct link to the package. (Note that Grants.gov tells you to download the "application instruction" as well as the "application package." The "application instruction" is this document, so there's no need to download it.) You can also search Grants.gov for this program.
- ☐ **Complete the following forms contained in the Grants.gov application package.**
  1. Application for Federal Domestic Assistance - Short Organizational
  2. Supplementary Cover Sheet for NEH State Councils
  3. Attachments Form—Using this form, attach your application as described in the guidelines:

ATTACHMENT 1: Council Information Form (name the file "councilinformation.pdf")

ATTACHMENT 2: Compliance Supplement Form (name the file "compliancesupplement.pdf")

**Upload your application to Grants.gov.** NEH **strongly** suggests that you submit your application no later than 5:00 p.m. Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on [federal holidays](#)), at 1-800-518-4726. You can also send an e-mail message to [support@grants.gov](mailto:support@grants.gov).

**Be sure to read the [document](#) (PDF) that explains how to confirm that you successfully submitted your application to Grants.gov.**